

Minutes
Special Meeting
HOUSING AUTHORITY OF THE TOWN OF DARIEN
Tuesday, April 1, 2014

The Special Meeting of the Commissioners of the Housing Authority of the Town of Darien was called to order at 6:30 p.m. on Tuesday, April 1, 2014 in the Community Room at The Heights, 24 Allen O'Neill Drive, Darien, CT

Present were Commissioners Jan Raymond, Joe Warren, Cyndy Ashburne, and Allen Delaney. Absent was Commissioner Peter Bigelow. Also present were Property Manager, Nichole Jefferson, and Co-developers Arthur Anderson, Matt Anderson, John McClutchy and Todd McClutchy.

The first order of business has been changed to allow the tenant associations to report first.

The Heights Tenant Association – No Report

Senior Resident Association – President, Arden Broecking, reported that OTHH residents were concerned the revised leases were not distributed prior to signing. Nichole Jefferson addressed the issue and stated that tenants will be given 30 day notice of any change in rent. Rent changes will become effective May 1, 2014. Tenants may take their lease for review, but are required to return the signed lease before May 1, 2014. Arthur Anderson stated that an inspection report will be mailed to each tenant.

Minutes – Jan Raymond proposed postponing the acceptance of the minutes. We need to find out if Minutes can be voted on in Special Meeting. On a motion from Joe Warren and seconded by Allen Delaney, it was unanimously accepted that the Minutes be postponed until the next Regular Meeting.

Paid Bills - February and March Paid Bill Reports on the AON Development and E-187 Account were accepted as submitted on a motion from Joe Warren, seconded by Allen Delaney, and unanimously accepted.

Property Manager Report

OTHH – Recertification of OTTH residents has been completed. Signing of the leases is scheduled for April 2nd and 3rd. Annual unit inspections are scheduled for April 9th and 10th. Each resident will receive a copy of their unit inspection report. The Waiting List is closed, and there is no anticipated opening date. We are processing the certifications of (2) tenants for the (2) vacant units.

The Heights – Recertification of tenants with a lease renewal dates of have been completed. Annual unit inspections have been scheduled for April, May, June and July renewals. Leasing of the 1-bedroom units has begun. It is anticipated that all 1-bedroom units will be leased by May 1, 2014. All new residents should be moved on site by the end of July, 2014. At this time, the Waiting List is closed. We do not have an anticipated opening date.

The 2014 Income Limits Resolution was presented to the Commissioners for approval. For one person, the Admission Limit is \$52,150, and the Continued Occupancy limit is \$65,200. On a motion from Joe Warren, and seconded by Allen Delaney, the Resolution was accepted as presented.

Allen Delaney questioned the request for assets upon recertification. Nichole explained that CHFA requires documentation for all assets over \$5,000 to be included in the file effect 2012. Arthur Anderson explained that CHFA requires that 2% of any asset valued over \$5,000, be included as inputted income, and will be added to your total income. Some forms of assets are: checking or savings accounts, IRA, annuities, trust accounts, real estate and antique collections. Co-signing on a mortgage for a property, is considered an asset as well.

RFQ for OTHH – DHA received (8) requests for RFQ packets. Tours were provided for the respondents. We received one RFQ returned from OTHH Redevelopment, LLC. The next step is to move to a “Request for Proposal” (RFP). Jan Raymond proposed to accept the RFQ as submitted and proceed with a vote to accept. Joe Warren moved to accept the RFQ, Allen Delaney seconds. The RFQ from OTTH Redevelopment LLC was unanimously accepted. On advice from counsel, Jan Raymond suggested to move forward with OTHH Redevelopment LLC. Joe Warren emphasized that DHA has not made any decisions, but are only requesting suggestions for possible improvements to OTHH.

John McClutchy OTHH, LLC, expressed his gratitude for the confidence of the Commission. A letter of agreement will be proposed in Executive Session. Jan suggested that the resident association meet to compile a list of ideas on improvements to OTHH. Allen Delaney suggested the association include a representative from The Heights Association who has experienced a process redevelopment before.

Old Business – Arthur Anderson stated the audit for 2013-2014 has been filed with CHFA and DECD. There were no findings. The auditor noted the scope of work was a 50-50 split between MR-36 and OTHH. Prior payments were distributed as an 80-20 split. Peter Bigelow has been working with Pat Buel and Arthur Anderson monitoring the finances.

Jan recognized the framed art work and narrative of the history of Allen O’Neill Homes displayed on the community room walls.

Since New Business is not allowed to be discussed in a Special Meeting, Jan Raymond requests to adjourn the Special Meeting and move into Executive Session. Joe Warren moved to go into Executive Session, Allen Delaney seconds. Meeting adjourned at 7:30 p.m.

CERTIFIED RESOLUTION

Certified a true copy of a resolution duly adopted by the Housing Authority of the Town of Darien, herein called the Agency or Authority, at its meeting on April 1, 2014. This resolution has not been rescinded or modified in any way.

4 / 1 / 14
Date

Jan Raymond
Jan Raymond, Chairman

Whereas, It is desirable and in the best interest of the State of Connecticut, this agency, and the elderly citizens of the State of Connecticut, be it

RESOLVED, That effective December 18, 2013, the maximum income limits for application to and continued occupancy in all Elderly Housing owned by the Housing Authority of the Town of Darien shall be at the HUD recommended **income rates for 2014** in our area as follows:

Admission Limits

\$ 52,150 for 1 person

\$ 59,600 for 2 persons

Continued Occupancy Limits

\$ 65,200*

\$ 74,500

*rounded to the nearest \$100

This resolution rescinds and replaces any and all previous Resolutions establishing maximum income limits for applications and continued occupancy for all applicable State-Assisted Elderly Housing owned by the Housing Authority of the Town of Darien.

Approved

Date

Jan Raymond
Commissioner Signature

JAN RAYMOND
Print Name